

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: SOCIAL SERVICES

DATE: JULY 27, 2012

COMMITTEE MEMBERS PRESENT:

SUPERVISORS LOEB
KENNY
BENTLEY
STRAINER
WOOD
SOKOL

COMMITTEE MEMBER ABSENT:

WESTCOTT

OTHERS PRESENT:

REPRESENTING THE DEPARTMENT OF SOCIAL SERVICES:
SUZANNE WHEELER, ACTING COMMISSIONER
JULIE MONTERO, FISCAL MANAGER
KATIE LAMBERT, CASEWORKER
JOAN SADY, CLERK OF THE BOARD
KEVIN GERAGHTY, BUDGET OFFICER
SUPERVISORS MCDEVITT
TAYLOR
DON LEHMAN, *THE POST STAR*
JOANNE COLLINS, LEGISLATIVE OFFICE SPECIALIST

Mr. Loeb called the meeting of the Social Services Committee to order at 9:07 a.m.

Privilege of the floor was extended to Suzanne Wheeler, Acting Commissioner for the Department of Social Services (DSS), who distributed copies of the agenda to the Committee members, a copy of which is on file with the minutes.

Motion was made by Mr. Strainer, seconded by Mrs. Wood and carried unanimously to approve the minutes of the previous Committee meeting subject to correction by the Clerk of the Board.

Commencing her agenda review, Ms. Wheeler announced the July Team Leader and Team Player employee recognition awards went to John Lord, Senior Caseworker, Child Protective Services (CPS) Unit, and Katie Lambert, CPS Caseworker, respectively. Ms. Wheeler introduced Katherine Lambert, who was noted by her co-workers to consistently perform above and beyond her duties to assist others as needed, while maintaining a position attitude. Mr. Loeb added that the Probation Department had spoken highly of the staff in the CPS Unit. The Committee responded with a round of applause for Ms. Lambert. The other recipient, Ms. Wheeler stated, was John Lord, whom she commended for his knowledge, dependability, working relationships both inside and outside the County, and leadership.

Continuing with the agenda review, Ms. Wheeler presented two travel requests as follows:

- ▶ We Go Together Adoption Training, Albany, NY, August 21 - 23, 2012, meal cost of \$15.00 per day.
Attendee: Janet Baker, Foster Care Caseworker
- ▶ Financial Management Training, Fort Edward, NY, October 10, 2012, meal cost of \$16.00
Attendee: Julie Montero, Fiscal Manager

Motion was made by Mr. Kenny, seconded by Mr. Bentley and carried unanimously to approve both travel requests as presented. *Copies of the Authorizations to Attend Meeting or Convention are on file with the minutes.*

Ms. Wheeler presented a request to fill the vacant position of CPS Caseworker #23, annual salary of \$35,385, Employee No. 11285, due to resignation. She said her request also included permission to fill any vacancies resulting from promotion, as well. The position, she said, received 50% Federal and 25% State reimbursements.

Motion was made by Mr. Sokol, seconded by Mr. Bentley and carried unanimously to approve the request to fill the vacant position of Caseworker #23 in the CPS Unit as outlined above and refer same to the Personnel Committee. *A copy of the Notice of Intent to Fill Vacant Position is on file with the minutes.*

Ms. Wheeler summarized the Overtime Report and noted a decrease from the same period last year.

Addressing the Budget Analysis Report, Ms. Wheeler noted actual revenues were higher than those included in the report as there had been additional revenue received which had not yet been posted. Mr. Loeb added that efforts on the part of Department Heads to increase productivity might include requests for pertinent efficiency enhancing software programs.

Don Lehman, Reporter for *The Post Star*, asked the status of the Commissioner search and Mr. Loeb advised that a salary survey was being completed, and a selection would be made within the next month.

There being no further business to come before the Social Services Committee, on motion made by Mr. Sokol and seconded by Mrs. Wood, Mr. Loeb adjourned the meeting at 9:18 a.m.

Committee reconvened to discuss the State's proposed changes in the procedure for administration of contracts for maintenance of malfunctioning furnaces for the Home Energy Assistance Program (HEAP) recipients. Ms. Wheeler advised that the DSS handled the administration of outside contracts for the past several years and has always obtained multiple quotes in order to determine the lowest qualified bidder. Referencing a recent newspaper article, Ms. Wheeler informed that some facilities across the State had not followed the correct procedure; however, she said, any forthcoming procedural changes from the State would have little or no impact on her Department.

On motion by Mrs. Wood and seconded by Mr. Sokol, Mr. Loeb adjourned the meeting at 9:23 a.m.

Respectfully submitted,
Joanne Collins, Legislative Office Specialist